

Shuttle Services Rental Policy

Shuttle Reservations:

The University has shuttles for official University business that may be chartered by a university department or on campus organization for the use of short trips. All shuttles are to be driven by a driver from the office of Shuttle Services.

Reservations:

Any party wishing to reserve a shuttle should contact (Shuttle Services at 985-549-2877). Any party wishing to rent a shuttle bus will be responsible for filling out a shuttle reservation form. Forms are located in the Office of Transportation Services in Pride Hall Rm 139. The form will require the following information.

1. Department or Organization Name
2. Contact information of Department or Organization
3. Intended destination and purpose of trip
4. Number of people making trip
5. Date and time of departure
6. Date and time of return

Reservations are to be made in advance and are on a first come first serve basis. Shuttle reservations are restricted to the hours outside of normal operation which are Mon-Thurs 7:00 am till 6:00 pm. No Service will be offered Friday Saturday and Sunday. The Office of Shuttle Services reserves the right to cancel or disapprove reservations.

Rates:

The rental rates are subject to change depending on diesel costs and amount of miles traveled.

1. 24 passenger Shuttle bus rental for Trips **Under** 50 miles will be based on \$45 an hr per shuttle rented. Trips will have a 3-hour minimum commitment.
2. 40 passenger Shuttle bus rental for Trips **Under** 50 miles will be based on \$50 an hr per shuttle rented. Trips will have a 3-hour minimum commitment.
3. Shuttle bus rental for Trips **Over** 50 miles will be based on \$1.41 a mile plus \$45 an hr per shuttle rented. Trips will have a 3-hour minimum commitment.
4. Renting Party is responsible for any parking expense which may occur during the rental.
5. Renting Party is responsible for Drivers Meal “if applicable”

After the trip is completed an invoice will be billed to the Department/ Organization for services rendered. All sums are to be paid in full no later than 14 days after the receipt of the invoice. If all sums are not paid within 14 business day a 10% late charge will be added to total invoice.

Additional Bus Use Provisions

1. The department that has reserved the Shuttle must specify a person to be responsible for the passengers while they are on the bus.
2. Horseplay, smoking, and alcoholic beverages are not permitted on the bus; the individual identified by the sponsoring department is responsible for ensuring compliance with these requirements, because the driver must concentrate on driving.
3. The department or organization must adhere to the University’s Code of Conduct
4. The sponsoring department is responsible for all damages that may be caused by passengers during the trip.
5. Occasionally, weather conditions or other factors may cause the driver of the bus to determine that the safety of the passengers or the bus may be jeopardized by continued travel. If this determination is made by the driver, the bus trip shall not continue until the driver determines that the conditions are sufficiently improved.

Policy Agreement:

Signing the form below represents a complete knowledge and understanding of the Rental Policy for Shuttle Services. Once form is signed the Organization will become liable under all the terms of the policy specified herein.

Signature of rental party

____/____/____
Date

Printed Name of rental party

Department of Shuttle Services

By: _____

Date: ____/____/____